



STATE OF MICHIGAN  
RUTH JOHNSON, SECRETARY OF STATE  
DEPARTMENT OF STATE  
LANSING

**Procedure for Issuing a Ballot  
If Voter's Name Does Not Appear On Registration List  
-- A Four-Step Procedure --**

If an elector who completes an Application to Vote form does not appear on the precinct's QVF list, *contact the clerk for assistance and complete this form before issuing a ballot to the voter.* There are two exceptions:

**EXCEPTION #1:** If the voter is in the proper polling place and is able to produce a voter registration receipt that shows that he or she registered to vote before the registration deadline, there is no need to complete this form. Instead, contact the clerk for assistance if needed and arrange to have the voter complete another registration form. After the voter has completed the registration form, permit the voter to vote under regular procedure.

**EXCEPTION #2:** If you or the clerk determines that the voter is registered to vote in a different precinct and the voter is willing to travel to his or her proper polling place, there is no need to complete this form. Instead, give the voter directions to his or her proper polling place. (If the voter declines to travel to his or her proper polling place, continue with the completion of this form and carefully follow the instructions under Step Four for issuing an "envelope" ballot to the voter. In such an instance, inform the voter that his or her ballot will not count if it is confirmed that the voter is voting in the wrong precinct.)

**IF YOU MUST COMPLETE THIS FORM BEFORE ISSUING A BALLOT TO THE VOTER, CAREFULLY FOLLOW THE FOUR STEPS EXPLAINED ON THE FOLLOWING PAGES.**

# State of Michigan Voter Registration Application

## and Michigan Driver License/Personal Identification Card Address Change Form

### 1

answer

Are you a citizen of the United States of America? ☐ Yes ☐ No

Will you be 18 years of age on or before election day? ☐ Yes ☐ No

➤ If you checked "NO" in response to either of these questions, do NOT complete this form.

### 2

complete application

Last Name First Name Middle Name

Address where you live —house number and street/road Apt. No./Lot No.

City Zip Code Telephone *optional*

MI

If you do not have a house or street address, describe location where you live —cross streets or roads, landmarks, etc.

☐ City or ☐ Township where you live County where you live School District *if known*

Mailing Address *if different* ☐ For use on Driver License/Personal ID and Voter Registration ☐ For use on Voter Registration only

Date of Birth ☐ Male ☐ Female

ID Number *check applicable box and provide appropriate number*

☐ I have a state issued driver license or personal ID card # \_\_\_\_\_ State: \_\_\_\_\_

☐ I do not have a state issued driver license or personal ID card. The last four digits of my Social Security Number are \_\_\_\_\_

☐ I do not have a state issued driver license, a state issued personal ID card or a Social Security Number.

*An ID number will be assigned to you for voter registration purposes.*

Are you still registered to vote at your last address? ☐ Yes ☐ No ☐ Don't Know *If "Yes" or "Don't Know" enter previous address*

Previous Street Address ☐ City or ☐ Township of County

State Zip Code Registered under name of *if different than above*

### 3

read, sign and date

I certify that:

- I am a citizen of the United States.
- I am a resident of the State of Michigan and will be at least a 30-day resident of my city or township by election day.
- I will be at least 18 years of age by election day.
- I authorize cancellation of any previous registration.
- The information I have provided is true to the best of my knowledge under penalty of perjury. If I have provided false information, I may be subject to a fine or imprisonment or both under federal or state laws.

X	_____	_____
	Signature of Applicant	Date
X	_____	_____
	Signature of Applicant	Date

Sign and date both spaces provided above.

**STEP ONE: VOTER must complete the following affidavit and provide requested information on registration process. (Note: The voter must complete the affidavit in order to receive a provisional ballot. If the voter refuses to complete the affidavit, advise the voter that he or she cannot vote. In such an instance, there is no need to complete the remainder of this form.)**

### **AFFIDAVIT**

I, \_\_\_\_\_, hereby affirm that I am a resident of the ☐ City ☐ Township of \_\_\_\_\_, Michigan and I reside at \_\_\_\_\_ . I further affirm that I submitted a voter registration application on or before the close of registration for the election at hand.

By signing this affidavit, I swear that the above statements are true. I also understand that I must complete and submit a new voter registration application.

Signature of Elector: \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Signature of Clerk, Authorized Assistant or Election Inspector: \_\_\_\_\_

**An individual who provides false information in the above affidavit is guilty of perjury which is punishable by a fine of up to \$1,000.00 and/or imprisonment for up to 5 years.**

**Process used to register to vote:**

- ☐ Mail-in registration form
- ☐ Secretary of State Branch Office
- ☐ Secretary of State “Renewal by Mail” Program
- ☐ Designated voter registration agency
- ☐ County, city or township clerk’s office

**Approximate DATE OF REGISTRATION:** \_\_\_\_\_

**STEP TWO: ELECTION INSPECTOR asks the VOTER to complete a voter registration application.**

- If the voter completes a voter registration application, retain it with this form.
- If the voter declines to complete a voter registration application, continue with the completion of this form and carefully follow the instructions under Step Four for issuing an “envelope” ballot to the voter.

**STEP THREE: ELECTION INSPECTOR** issuing ballot must answer the four questions provided below.

- (1) Check with the clerk to confirm that the voter is not registered to vote in any other precinct in the city or township. Were you able to reach the clerk to make this check? (Answer “No” if (1) you were unable to reach the clerk or (2) the clerk advised that the voter is, in fact, registered in a different precinct in the city or township. Answer “Yes” if you reached the clerk and the clerk advised that the person is not registered in a different precinct in the city or township.) ☐ YES ☐ NO
- (2) Check the voter’s identity. Is the voter able to identify himself or herself by showing a Michigan Driver License, Michigan Personal Identification Card, other government issued photo identification card or a photo identification card issued by a Michigan university or college? ☐ YES ☐ NO

If “Yes,” check ONE of the following and enter requested information:

☐ Michigan Driver License (enter number):

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☐ Michigan Personal Identification Card (enter number):

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☐ Other government issued photo identification card (describe):

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☐ Photo identification card issued by a Michigan university or college (describe):

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If “No,” ask the voter for any form of identification and complete following:

☐ Voter showed a different form of identification (describe):

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☐ Voter was unable to show any form of identification.

- (3) Check the voter's residential address. Is the voter able to confirm that he or she currently resides in the precinct by showing a Michigan Driver License, Michigan Personal Identification Card, other government issued photo identification card or a photo identification card issued by a Michigan university or college? ☐ YES ☐ NO  
(Answer "No" if voter shows a Michigan Driver License, Michigan Personal Identification card, other government issued photo identification card or a photo identification card issued by a Michigan university or college that contains an address outside of the precinct.)

If "No," ask voter if he or she can confirm that he or she currently resides in the precinct by showing any of the following documents (1) a current utility bill (2) a current bank statement (3) a current paycheck or government check or (4) any other government document. If voter produces such a document, describe below and indicate if the document contains the voter's name and address:

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- (4) Did the voter complete and submit a voter registration application? ☐ YES ☐ NO

If "No," explain: \_\_\_\_\_

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**STEP FOUR: ELECTION INSPECTOR issues an "affidavit" ballot or an "envelope" ballot to the VOTER as explained below.**

- If you answered "Yes" to all four of the questions appearing under Step Three, issue an "affidavit" ballot to the voter:

- (1) Prepare ballot as a "challenged" ballot and issue to the voter. (Write and conceal the ballot serial number on the reverse side of the ballot.)

- (2) Enter the voter's name in the poll book and write "AFFIDAVIT BALLOT" next to the voter's name.
  - (3) Direct voter to a voting station and permit voter to vote ballot.
  - (4) After the voter has voted the ballot, remove the ballot stub. Direct voter to deposit ballot in tabulator.
  - (5) Remove the "NOTICE" which appears below and issue it to the voter.
  - (6) Forward this form and the voter registration application completed by voter to the clerk after the polls close.
- **If you answered "No" to any of the four questions appearing under Step Three, issue an "envelope" ballot to the voter:**
    - (1) Prepare ballot as a "challenged" ballot and issue to the voter. (Write and conceal the ballot serial number on the reverse side of the ballot.
    - (2) Enter the voter's name in the poll book and write "ENVELOPE BALLOT" next to the voter's name.
    - (3) Direct voter to a voting station and permit voter to vote ballot.
    - (4) After the voter has voted the ballot, direct the voter to place the ballot in a SECRECY SLEEVE. Next, direct the voter to insert the ballot in a PROVISIONAL BALLOT SECURITY ENVELOPE. The ballot stub remains attached to the ballot. (To protect the secrecy of the ballot, no member of the precinct board should handle the ballot during this step.)
    - (5) Seal the PROVISIONAL BALLOT SECURITY ENVELOPE and complete the entries on the outside of the envelope. Seal the ballot in the envelope only; do *not* enclose this form or the voter registration application completed by the voter in the envelope.
    - (6) Remove the "NOTICE" which appears below and issue it to the voter.
    - (7) Forward this form, the voter registration application completed by the voter and the PROVISIONAL BALLOT SECURITY ENVELOPE holding the voter's ballot to the clerk after the polls close.

**NOTICE TO VOTERS WHO DO NOT APPEAR  
ON THE PRECINCT'S REGISTRATION LIST**

*(Notice must be issued to any voter who 1) does not appear on the precinct's registration list  
2) completed the attached four-step procedure form and 3) was issued a provisional ballot.)*

As explained by the election workers, special procedures were followed when issuing you a ballot as your name did not appear on the registration list where you offered to vote. Please be advised of the following:

- If the election workers directed you to place your ballot in the precinct's tabulator, all valid votes appearing on your ballot *will count*. You have voted!
- If the election workers directed you to place your ballot in a PROVISIONAL BALLOT SECURITY ENVELOPE, the clerk will determine if your ballot can be counted within six calendar days after the election. If your ballot can be counted, all valid votes appearing on your ballot *will count*. If your ballot cannot be counted, *no votes appearing on your ballot will count*.

**IMPORTANT: MAKING SURE YOUR BALLOT COUNTS**

If the election workers placed your ballot in a PROVISIONAL BALLOT SECURITY ENVELOPE because you were unable to satisfy the identification and/or residency verification steps, your ballot will be counted if you provide your local city or township clerk with required document(s) no later than the sixth calendar day after the election. You can appear in person in your city or township clerk's office to show the document(s), fax the document(s) to the clerk or mail a copy of the document(s) to the clerk. If you do not satisfy the identification requirement and/or the residency verification requirement within six calendar days after the election, your ballot will not count. The following lists the types of documents you can use to satisfy the requirements:

***Documents which satisfy identification requirement:*** A Michigan Driver License; a Michigan Personal Identification Card; any other type of government issued identification card which shows your photo; or an identification card issued by a Michigan university or college which shows your photo.

***Documents which satisfy residency requirement:*** A Michigan Driver License; A Michigan Personal Identification Card; government issued photo identification card; photo identification issued by a Michigan university or college; current utility bill; current bank statement; current paycheck or government check; or any other government document.\* The document must show your name and your address. The address shown on the document must be in the precinct where you voted.

**NEED MORE INFORMATION?**

For additional information, contact your city or township clerk's office in person or by phone. If your ballot cannot be counted, the clerk will explain why. Contact information:

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\* Contact your local city or township clerk if you wish to obtain information on the government documents which can be used to satisfy the requirement.